



CITY OF CHANDLER NEIGHBORHOOD PROGRAMS

## NEIGHBORHOOD MATCHING GRANT PROGRAM



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### City of Chandler

Neighborhood Programs  
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A COMPETITIVE GRANTS PROGRAM AWARDED  
BY THE CITY OF CHANDLER TO ENCOURAGE  
RESIDENTS TO INITIATE AND PARTICIPATE  
IN AN IMPROVEMENT PROJECT IN THEIR  
NEIGHBORHOOD.



# 2004

## Neighborhood Matching Grant Timeline

Grant Seeker Orientation Workshop	Grant Proposals Due Dates	Grant Advisory Committee Review	Neighborhood Advisory Committee Review	City Council Review	Award Notification
October 2, 2004	October 22, 2004	November 2, 2004	November 9, 2004	December 9, 2004	December 10, 2004

### General Instructions

Neighborhood groups wishing to apply for funding should contact Neighborhood Programs by calling 480-782-3214.

### Application Deadline

Applications must be received by 5 p.m. on the proposal due date (listed above). Late or incomplete applications, will not be accepted.

### Application Workshops

An orientation workshop will be held 3-4 weeks prior to the application deadlines. City staff will be on hand to share information and answer your questions. Groups planning to submit an application are strongly encouraged to attend.

The Grant Seeker Orientation Workshops scheduled for **October 2, 2004** at 10 a.m. will be held at **215 E. Buffalo Street** in the South Atrium Conference Room. To register for the orientation, please call 480-782-3249.

# GRANT APPLICATION

## NEIGHBORHOOD MATCHING GRANT PROGRAM 2004

### INSTRUCTIONS

Ten Steps to  
Success

1. Identify an area within your neighborhood which is in need of improvements and meets the criteria for a matching grant.
2. Register your Neighborhood Organization/Homeowner's Association with the City of Chandler's Neighborhood Programs (480) 782-3214.
3. Read the Neighborhood Matching Grant Application Packet thoroughly.
4. Attend the Grant Seeker Orientation Workshop (City staff works with neighborhood leaders to work through preliminary ideas).
5. Choose a project(s) through a group discussion with either your entire neighborhood or a subcommittee with oversight from the entire neighborhood. Involve as many of your neighbors as possible in the selection and planning of the project.
6. Scout out/document matching funds/donated materials/ sweat equity, etc . . .
7. Apply for the Neighborhood Matching grant. You will be notified of the amount of the award. Next, notify your neighbors of the award.
8. Get your project started . . . Remember to document your project as you go, take lots of photos!
9. When your project is complete, submit your final project report.
10. Celebrate your success!



# CITY OF CHANDLER NEIGHBORHOOD MATCHING GRANT PROGRAM GUIDELINES

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## **Purpose**

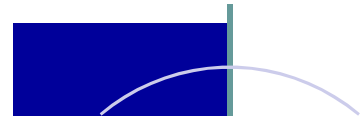
The purpose of the City of Chandler's Neighborhood Matching Grant Program (NMGP) is to enhance the role of citizens as full partners in setting goals within our neighborhoods.

The program is designed to assist neighborhood groups to strengthen the social network of their community while dealing creatively with important concerns. Grants are intended to spur small grass roots community efforts.

The NMGP provides neighborhood groups (voluntary neighborhood groups or homeowner's associations) with access to funds of up to \$5000.

## **Neighborhood Program Goals:**

- Improve the aesthetics of the neighborhood and/or enhance the overall quality of life within the community.
  - Leverage City funds.
  - Stimulate resident-driven solutions.
  - Increase communication among neighbors.
  - Provide support and opportunities to develop leadership and organizational capacity.
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## Eligibility Requirements



To be eligible for the program, applicants must register with Neighborhood Programs and be an organized neighborhood group - voluntary neighborhood group/association or homeowners association (HOA). To register your neighborhood, please contact Neighborhood Programs at 480-782-3214 .

An organized neighborhood group is one which: held a neighborhood meeting with neighbors, voted at that meeting to form a neighborhood group and members are residents who live in the boundaries defined by the neighborhood on the attached registration form. (Note: these guidelines are for voluntary neighborhood groups, not HOA's).

Individuals, single businesses, social service groups, fraternal or religious groups, universities, and public agencies are not eligible. However, eligible neighborhood groups are encourage to form partnerships with these ineligible groups to plan and implement collaborative projects.


An application must contain documentation that the neighborhood group representing the geographic location of the proposed project has reviewed the application and approves of the proposal.

### **What types of projects are not eligible:**

- Enhancements that can not be viewed by the general public.
- Regular maintenance or repair projects to common property.
- Operating budgets of organizations.
- Projects that conflict with existing City policy.



## Selection Criteria



An application is first reviewed by city staff for completeness and eligibility. Deficiencies will be noted and corrected by the applicant prior to submission to the city's NMGP Grant Advisory Panel. Currently, the panel is comprised of two members of the NAC and the city's Neighborhood Programs Administrator or his/her designee. After review by the panel, an application is forwarded to the full membership of the NAC that recommends approval to the Chandler City Council who has final authority to approve or deny a grant request. This process takes approximately six weeks for the application deadline.

Projects will be evaluated based on the following criteria:

- *Tangible Neighborhood Benefit: (30 points)*  
Does the project enhance the aesthetics of the neighborhood and/or enhance the overall quality of life within the community?
- *Neighborhood Involvement/Participation: (35 points)*  
Did residents living in the neighborhood initiate the project? How many people are involved in the project? How many people benefit from the project?
- *Budget and Neighborhood Match Information: (20 points)*  
Information provided show budget details, well-documented match, and requested documentation and information regarding project. **All applicants must demonstrate an economic need.**
- *Project Readiness: (15 points)*  
Information indicates that a plan has been developed to include a work schedule through completion, and commitment for project management and detailed accounting.



## Project Examples

Projects must qualify as capital improvements.  
Examples include, but are not limited to:

- playground and minor park improvements
- benches
- neighborhood entrance beautification
- neighborhood identification/entry signs
- painting/repair work
- tree planting
- landscaping
- neighborhood clean-ups
- public art
- curbside access and enhancement

Note: Project funds cannot be used toward food.

Additional monies are available for neighborhood based training and newsletters. For more information, please contact Neighborhood Programs at 480-782-2218.





## Grant Recipients Responsibilities



### Technical Assistance

Technical assistance in applying for a grant and in completing grant activities will be provided. A grant seeker orientation workshop will be offered each grant cycle.

### Project Team

The neighborhood group is required to form a project team with a minimum of three members who will be responsible for managing the project. The project team must include a designated project leader who will serve as the chairperson for the project and 1-2 persons responsible for assisting with implementing the project. It is also recommended that one team member serve as a historian or report coordinator to be responsible for documenting the project's progress for the interim and final reports.

### Project Updates and Completion

Once grant activities are completed, grant recipients will be expected to complete a report regarding outcomes and accomplishments. If the project takes more than 3 months to complete, a written project update is also required.

In addition, City staff will conduct project site visits and phone calls to provide support as needed. Pictures, newspaper clippings, and stories are encouraged, as they will be used to highlight and share successes of the NMGP. Projects must be fully completed within six months of the project start date. Upon completion of your project, the program coordinator and a selection committee member will make a site visit. In addition, you will be required to present your project to the Neighborhood Advisory Committee.





## Financial Requirements



Applicants are asked to submit a proposed budget detailing a description of cost for the project. Projects require a dollar-for-dollar match for City funds awarded. **Applicants must demonstrate financial need.**

Traditional neighborhoods (non-HOA) projects require sweat equity, matching funds and/or capital materials totaling 50% of project costs. In certain circumstances and at the discretion of the city, the match requirement may be waived due to financial hardship. If a grant is awarded, the City will contact the proposed vendor or supplier to establish a method of payment for the material or service being supplied for the project. Therefore, applicants are expected to thoroughly plan their project materials and costs before the application is submitted.

Determining the value of the match: (please use the following criteria when figuring the match):

- Volunteer labor valued at \$10 per hour
- Donated professional services or skilled labor valued at the “reasonable and customary rate.”
- Donated materials or supplies valued at market cost
- Cash from neighborhood fundraising and pledges.

Homeowners associations are required to contribute a minimum of 35% of all costs budgeted for a project (unless able to demonstrate economic hardship). The other 15% of the match can be met using sweat equity, matching funds and/or capital materials.

For a neighborhood Group/HOA economic hardship is defined as placing such a burden upon the budget of the organization that it can be shown that participation will interfere negatively with the on-going operation of the neighborhood group/HOA. To establish whether economic hardship is relevant in the case of a homeowners association, the following documents must be submitted with an application:

- The current, approved association budget
- The current year-to-date association financials
- A copy of the association’s CC&R’s
- Minutes from the last two year’s annual meetings